

- **Habitat Management Plan Permit – Minor** (including Single Family)

**A proposed project requiring multiple applications must be submitted prior to 3:30 p.m.  
A proposed project requiring only one application must be submitted prior to 4:00 p.m.**

The following materials shall be submitted for each minor habitat management plan permit application.

**If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.**

**I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)**

**A. SITE PLAN** – Four (4) copies on 24" x 36" sheet(s). Each site plan shall contain the following information:

**1. GENERAL INFORMATION**

- ☐ a. Name and address of owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- ☐ b. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ c. North arrow and scale.
- ☐ d. Vicinity map showing major cross streets.
- ☐ e. Date of preparation/revisions.
- ☐ f. Project Name and application types submitted.
- ☐ g. All facilities labeled as "existing" or "proposed."
- ☐ h. A summary table of the following:
  - ☐ (1) Street address and assessor's parcel number.
  - ☐ (2) Site acreage.
  - ☐ (3) Existing Zone and General Plan Land Use Designation.
  - ☐ (4) Existing and Proposed land use.
  - ☐ (5) Classification of lots as to intended residential, commercial, industrial or other uses.
  - ☐ (6) Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state on the plans.

**2. SITE INFORMATION**

**a. GENERAL**

- ☐ (1) Approximate location of existing and proposed building and permanent structures onsite and within 100 feet of site.
- ☐ (2) Location of all major vegetation, showing size and type, both within the project and offsite for a distance of 150 feet. Existing onsite trees; those to be removed and those to be saved.

- ☐ (3) Lot lines and approximate dimensions and number of each lot.
- ☐ (4) Setback dimensions for the required front, rear and side yard setbacks for all structures.
- ☐ (5) Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.
- ☐ (6) Location of all applicable Fire Suppression Zones, as defined by the City's Landscape Manual.

**b. GRADING AND DRAINAGE**

- ☐ (1) Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ (2) Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ (3) Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.
- ☐ (4) Show location of all easements, including land subject to major power transmission easements.

**II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- ☐ A. Completed Land Use Review Application Form.
- ☐ B. Disclosure Statement.
- ☐ C. Completed "Project Description/Explanation" sheet.
- ☐ D. Environmental Impact Assessment Form.
- ☐ E. A biological survey, prepared pursuant to the City of Carlsbad Guidelines for Biological Studies (TAIC, 2008 and as amended). The survey shall be prepared by a certified biologist, indicating the location and quantities of all habitat and vegetation on the property (including any off-site work areas). The survey shall also identify any HMP covered species, the location of any off-site wetlands, riparian habitat, oak woodland, nesting raptors or narrow endemic species located within 100 feet. The survey must be conducted at an appropriate time of year to identify all potential biological resources, including narrow endemic species. For Minor HMP Permits, the biological survey may take the form of a site report letter, including photo(s) of the property, rather than a biological impact report.

**NOTE:** When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the public hearing notice package including the **radius map, two sets of the property owners list and labels.** The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the **San Diego County Assessor's Office**. The project will not go forward until this information is received.